



BA-PHALABORWA MUNICIPALITY

BA-PHALABORWA MUNICIPALITY WITH ITS SEAT IN PHALABORWA, INVITES APPLICATIONS FROM SUITABLY, EXPERIENCED AND DYNAMIC INDIVIDUALS FOR THE FOLLOWING POSITIONS.

1. BUDGET AND TREASURY OFFICE

1.1. CHIEF FINANCIAL OFFICER REF BTO 15/09/3

TOTAL REMUNERATION PACKAGE: R788 186 –R1 034,209

This position is a five year term performance contract which is based in Ba-Phalaborwa main office. The incumbent will be subjected to signing an employment contract, a performance agreement, disclosure of financial interest and undergo security vetting.

COMPETENCY FRAMEWORK

- ❖ **Core managerial competencies** in terms of the Local Government Municipal systems Act (competency framework for senior managers) as well as the Municipal performance regulations i.e. Strategic capability and leadership, People management, Program and Project Management, Financial management, Change

management, knowledge management, service delivery innovation, problem solving and analysis, client orientation and customer focus, communication as well as honesty and integrity.

- ❖ **Core occupational competencies** in terms of the Local Government Municipal Systems Act (competency framework for senior manager) and the Municipal performance regulations i.e. Moral competence, Planning and organizing, analysing and innovation, knowledge and information management, communication, result and quality focus, competence in self-management, interpretation of and implementation within the legislative and national policy frameworks, knowledge of developmental local government, knowledge of performance management and reporting, knowledge of global and South African specific political, social and economic context, knowledge of more than one functional municipal field/discipline, skills in Mediation, governance and competence as required by other national line sector departments, Exceptional and dynamic creativity to improve the functioning of the municipality.

MINIMUM COMPETENCY REQUIREMENTS

- An NQF level 6 in fields of Accounting, Finance or economics or Certificate in Municipal Financial Management (SAQA qualification ID no. 48965)
- Minimum of five years' work-related experience at middle management level
- Financial and supply chain management competency areas as per the required minimum Competency Levels in unit standards (MFMA)
- Preparedness to be subjected to security clearance

KEY PERFORMANCE AREAS

- ❖ Ensure the development and implementation of strategies that have a measurable positive impact on financial performance.
- ❖ Responsible for income and expenditure of the municipality, all assets and the discharge of all assets liabilities of the Municipality , proper diligent compliance with applicable of Municipal Finance Management legislation , including but not limited to:

- ❖ Providing an advisory services to the Council regarding financial issues and carrying out their decisions
- ❖ Developing, implementing and managing strategic goals, policies, procedures and plans for the Department under his /her control aligned with the strategic goals of the Municipality
- ❖ Billing and collecting rates and tariffs
- ❖ Compiling financial statements and executing budgetary controls
- ❖ Ensuring the implementation of Generally Accepted Municipal Accounting practices (GAMAP)
- ❖ Ensuring that the Council policies and relevant legislation in respect of financial matters are implemented accordingly
- ❖ Managing the Council's Information Technology and acting as custodian of electronic data
- ❖ Ensure that Municipality complies with all legislation pertaining to financial management
- ❖ Advise the Accounting Officer on the exercise of powers and duties assigned to him/her in terms of the MFMA
- ❖ Advised the senior managers and other senior officials in the exercise to powers and duties assigned to them in terms of the relevant section of the MFMA
- ❖ Ensure compliance with the National Treasury reporting standards

NB. Candidates applying for the position of Chief Financial Officer must disclose their academic qualification, proven experience and competencies, contact references, full details of any dismissal for misconduct and any disciplinary actions, whether pending or finalized instituted against them from the current or previous employer.

An application for this position must be submitted on an official application form which could be downloaded from Ba-Phalaborwa website: www.ba-phalaborwa.gov.za or collected from Ba-Phalaborwa Municipality and accompanied by a detailed curriculum vitae. The same should be forwarded to the Municipal Manager, Ba-Phalaborwa Municipality, Private Bag X01020, Phalaborwa 1390 or hand delivered to Office no H29, Human Resource division for the attention Ms Mokoena SS.

No application for the Chief Financial Officer Position will be considered if not submitted on the official application form.

No faxed applications will be accepted. Ba-Phalaborwa subscribes to principles of equal employment and affirmative action.

Enquiries on this position should be directed to Ms Mokoena SS @ 015 780 6335

1.2. ASSISTANT DIRECTOR: ASSET MANAGEMENT –POST LEVEL 03

REF (BTO 15/09/3/2)

BASIC SALARY: R308 890.04 PER ANNUM (FIXED) PLUS TRAVELLING ALLOWANCE

REQUIREMENTS

- ❖ Diploma /degree in BCOM (accounting) or equivalent qualification
- ❖ Understand and implement GRAP Standard
- ❖ Three years accounting working experience in middle management, preferably in Local Government
- ❖ Strong accounting abilities
- ❖ Computer literacy
- ❖ Communication skills
- ❖ Interpersonal relations
- ❖ Preparedness to be subjective to security clearance

KEY PERFORMANCE AREAS

- ❖ Provide an effective efficient Management function to Asset Management division in accordance with current legislation
- ❖ Attend Verification, Reporting, Processing and reconciliation of Asset Management
- ❖ Create and monitor a system of controls, procedures, and forms for the recording of fixed assets
- ❖ Recommend to management any updates to accounting policies related to fixed assets
- ❖ Assign tag numbers/barcodes to fixed assets
- ❖ Record fixed asset acquisitions and disposals in the accounting system
- ❖ Track the compilation of project costs into fixed asset accounts, and close out those accounts once the related projects have been completed
- ❖ Reconcile the balance in the fixed asset subsidiary ledger to the summary-level account in the general ledger

- ❖ Calculate depreciation for all fixed assets on a monthly basis
- ❖ Review and update the detailed schedule of fixed assets and accumulated depreciation
- ❖ Conduct quarterly verification of fixed assets
- ❖ Manage and control specific accounting procedure associated with asset acquisition and disposal

1.3. SENIOR ACCOUNTANT: FLEET MANAGEMENT-POST LEVEL 05

REF (BTO 15/09/3/2)

BASIC SALARY: R259 928.04-R286 646.24 PER ANNUM

REQUIREMENTS

- ❖ Grade 12
- ❖ Degree in BCom accounting/economics or equivalent
- ❖ Driver's license
- ❖ Three years relevant experience, preferably in Local Government Fleet management
- ❖ Preparedness to be subjected to security clearance

KEY PERFORMANCE AREAS

- ❖ Managing the fleet in accordance with policies, procedures, Standards and legislation
- ❖ Assist in developing, maintaining and improving financial accounting processes and procedure
- ❖ Implementing and maintaining internal control processes and procedures
- ❖ Attending to the responsibilities of management accounting by means of completing monthly reconciliations pertaining to the fleet department
- ❖ Maintaining financial administration systems and implementing internal

controls thereof

- ❖ Continuous provision of feedback and coaching to ensure that the staff members perform at optimum productivity level.

2. DEPARTMENT OF TECHNICAL SERVICES

2.1. TECHNICIAN (WATER AND SANITATION) PL 4 REF (TECH 15/10/04)

BASIC SALARY: R293 928.04 – R301 320.51 PER ANNUM

REQUIREMENTS

- ❖ National Diploma : Civil Engineering (S4)
- ❖ Project Management Course
- ❖ Driver's license
- ❖ Interpersonal Skills
- ❖ Management skills
- ❖ Supervisory skills, planning and Organising skills, attention to details, good interpersonal and communication skills, be able to work independently, semi-Computer literate
- ❖ Ability to speak local languages and good technical writing and reporting skills
- ❖ Three to five years relevant working experience
- ❖ Preparedness to be subjected to security clearance

KEY PERFORMANCE AREAS

- ❖ Monitor and maintain the municipality's water and sewer systems for operation and maintenance of water supply and sewer management systems
- ❖ Adhere to all environmental and provincial/municipal regulations and requirements with regard to operation, monitoring and reporting

- ❖ Apply a sound knowledge of the municipality's sewer and storm sewer systems in order to help coordinate projects with engineers and contractors
- ❖ Monitor the maintenance of electrical systems, sensory equipment in all pump stations and waste water treatment plant
- ❖ Submit samples to appropriate laboratories to confirm that effluent complies with environmental standards
- ❖ Monitor repairs to water main lines, network systems, valves and hydrants
- ❖ Maintain water meters including repairs and installations
- ❖ Monitor reservoir and boreholes and ensure that they are operational
- ❖ Monitor the maintenance of electrical system, sensory equipment, pressure release valves and metering systems
- ❖ Plan, prioritise and schedule water and sanitation services projects and maintenance work
- ❖ Respond to urgent/unscheduled work requests, allocating resources and providing direction/guidance on requirements and expected outputs to management team
- ❖ Coordinates and controls tasks/activities associated with controlling personnel performance, productivity and discipline
- ❖ Establish the adequacy and availability of personnel against agreed outcomes and motivating to the immediate superior for additional resources.

2.2. TECHNICIAN – BUILDING POST LEVEL 4

REF (TECH 15/10/04)

BASIC SALARY: R293 928.04 – R301 320.51 PER ANNUM

REQUIREMENTS

- ❖ National Diploma in Building (S4)
- ❖ Project Management Course
- ❖ Driver's Licence
- ❖ Interpersonal Skills
- ❖ Management skills
- ❖ Three years relevant working experience within Local government
- ❖ Supervisory skills, planning and Organising skills, attention to details, good interpersonal and communication skills, be able to work independently, semi-Computer literate

- ❖ Ability to speak local languages and good technical writing and reporting skills
- ❖ Preparedness to be subjected to security clearance

KEYPERFORMANCE AREAS

- ❖ Plan and coordinate the provision of building infrastructure, construction and maintenance according to given standards.
- ❖ Plan, co-ordinates and ensures activities of reporting staff to ensure proper communication at all levels
- ❖ Plan, coordinate, and ensure utilisation, application and maintenance of resources, to maintain control over activities, by identifying the necessary resources, machinery, equipment tools and material to perform activities according to the work plan
- ❖ Plan, coordinate and insures provision of building infrastructure and services by identifying trends, needs for replacement, revision of maintenance plans through the study of documentation, statistics and performing physical observation
- ❖ Plan the construction and maintenance activities to ensure effective control over infrastructure by measuring, surveying and designing layout for new buildings
- ❖ Provide inputs to contractors for construction and maintenance activities to ensure effective and efficient operation of the contracts
- ❖ Perform client and public related services to ensure continuous service delivery by addressing the public in person or telephonically after a personal site visit was made on the construction.
- ❖ Perform Human resources and administrative activities to ensure the development and utilizing of human resources

2.3. SUPERINTENDENT – MECHANICAL POST LEVEL 05 REF (TECH 15/09/04)

BASIC SALARY: R259 688.08 – R286 646.24 PER ANNUM

REQUIREMENTS

- ❖ National Technical Certificate (NTC6) or equivalent

- ❖ Trade Test certificate as an Artisan
- ❖ Code EC driver's license with PDP
- ❖ Supervisory and Labour Relations skills
- ❖ Five years' experience as a mechanic
- ❖ Knowledge of Occupational Health and Safety Act Regulations will be an added advantage
- ❖ Preparedness to be subjected to security clearance

KEYPERFORMANCE AREAS

- ❖ Service and maintain the municipality's fleet and plant machinery and carry out all mechanical related activities
- ❖ Plan, prioritize and scheduled mechanical work and general maintenance using available consumables and tools sparingly.
- ❖ Care for and control mechanical workshop resources in a controlled manner ensuring employees' safety and prolonged life span
- ❖ Determine priorities and allocate work to workshop / tyrebay staff
- ❖ Advise on best methods of repair and determine repair times and ensure service and repair targets are met.
- ❖ Assess breakdown and recommend approach and methods to ensure safety of equipment at all times.
- ❖ Ensure that safety methods (as guided by the OHSACT) are adhered and practiced at all times in the workshop/tyrebay
- ❖ Ensure that cost effective measures are in place at all times in workshop /tyrebay activities and work within the budget allocation.
- ❖ Ensure that periodic inspections and planned services on fleet and equipment are done in accordance with the adopted maintenance plan
- ❖ Assist in the review of the maintenance plan of the mechanical workshop/tyrebay
- ❖ Ensure that all fleet and equipment are prepared for and taken through roadworthy test timeously at approved roadworthy test stations
- ❖ Manage HR related matters of subordinates in the mechanical workshop and tyrebay
- ❖ Ensure the efficient and effective use of staff, workshop /tyre bay facilities and equipment

3. DEPARTMENT OF COMMUNITY AND SOCIAL SERVICES

3.1. HORTICULTURIST POST LEVEL 05 REF: (CSS/10/8)

BASIC SALARY: R259 688.08 – R286 646.24 PER ANNUM

REQUIREMENTS

- ❖ National Diploma in Horticulture
- ❖ OHS Management certificate
- ❖ Code EB drivers licence with Prdp
- ❖ Three (3) to five (5) years working experience
- ❖ Registration as a poison control officer
- ❖ Supervisory, Interpersonal , Communication and management skills
- ❖ Knowledge of declared weed eradication and alien plant control
- ❖ Landscaping / project management
- ❖ Preparedness to be subjected to security clearance

KEY PERFORMANCE

- ❖ Manage the horticultural aesthetics and neatness of municipal owned gardens, parks, open spaces, stadia and cemeteries in the Ba-Phalaborwa area.
- ❖ Ensure clean and safe environment to live and work in as well as bio-diversity protection in Ba-Phalaborwa Municipal area.
- ❖ Plan, co-ordinates and ensures activities of reporting staff to ensure productivity and discipline.
- ❖ Plans, coordinates and ensures utilization, application and maintenance of resources by to ensure productivity
- ❖ Performs parks and recreation infrastructure construction and maintenance activities to ensure a pleasing living environment
- ❖ Manages contracts for construction and maintenance activities to ensure a pleasing clean and safe living environment and cost efficiency
- ❖ Performs driver active using a vehicle to ensure productivity by transporting machinery, equipment and people.

- ❖ Perform client and public related services to ensure proper communication by representing the section on committees and forums and giving feedback

4. GENERAL WORKERS POST LEVEL 16 - DEPARTMENT OF CORPORATE SERVICES (9), COMMUNITY & SOCIAL SERVICES (21) AND TECHNICAL SERVICES (16)

BASIC SALARY : R82 490.20– R84 492.84 PER ANNUM

REQUIREMENTS

- ❖ Grade 10 (STD 8)
- ❖ Cleaning skills, Communication skills , Functional literacy
- ❖ First Aid
- ❖ Operating skills
- ❖ Ability to work on changing weather conditions i.e , exposed to hot and cold temperatures
- ❖ Physically fit to perform any general duties that may be assigned
- ❖ Preparedness to be subjected to security clearance

PERFORMANCE AREAS

- ❖ Prepare beverages for staff to ensure effective services delivery
- ❖ Clean kitchen, cutlery and outside area to ensure neat and clean work environment
- ❖ Maintain and cleans equipment and tools used to ensure clean equipment and tools and maintain in good working condition
- ❖ Assist during functions with catering activities to provide an effective assisting service
- ❖ Operate any vector control equipment in a safe manner
- ❖ See that safety equipment is worn at all times when busy with vector control
- ❖ Maintain, clean keep all vector control equipment in a good operating condition at all times

- ❖ Maintenance of storm water furrows and removal of litter, debris or any other obstruction which might block the natural flow of water
- ❖ Performing any cleaning or other job related task delegated from time to time.
- ❖ Receiving verbal instructions from the immediate superior on the work programme and/or cleaning priorities related to specific facilities
- ❖ Commencing with cleaning sequence, mixing and using chemical detergents to remove stains /dirt from painted or ceramic surfaces
- ❖ Cleaning of tools & municipal building
- ❖ Removing and washing off debris from tools and or / vehicles using pressurized cleaning systems (hand held hoses)
- ❖ Preparedness to be subjected to security clearance

Applications should be directed to the Municipal Manager, Private Bag x 01020, PHALABORWA, 1390. E-mailed or faxed applications may not be considered. Ba-Phalaborwa subscribes to principles of equal employment and affirmative action.

Please Note

- ❖ Fraudulent qualifications or documentation will immediately disqualify any application • Candidates who canvas to any Councilor or Senior Official for preference will immediately be disqualified from selection process or from any appointment • Short-listed applicants will be screened for criminal records and/or any pending cases and will have to produce original certificates prior to interviews. Applicants who are not invited for interviews within thirty (30) working days should regard their applications as having been unsuccessful.

Enquiries should be directed to Ms Mahlabela A @ 015 780 6482.

We welcome applications from persons with disabilities.



Closing date: 05 NOVEMBER 2015